

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** **Accounting Technician (Salary: \$2638.00- \$3209.00)**

**Tenure/Time Base:** **Permanent, Full-time**

**Location:** **Veterans Home of California – Ventura**  
**10900 Telephone Rd., Ventura, CA 93536**

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov)

**Duties and Responsibilities:**

Under general supervision of Staff Services Manager I:

- Performs daily operation of the Cashier's window and balances cash drawer(s) daily.
- Posts daily cash receipt(s) and disbursement transactions to General Ledger accounts in. Reconciles cash control account daily and prepares daily bank deposit.
- Maintains check logs and checking account registers for Post Fund, Member Trust Fund, Revolving Fund, and General Fund. Maintains accounting control records for encumbrances and expenditures. Maintains control of account codes and expenditure authorizations for donated accounts.
- Performs all specified payroll functions at the Home. Distribute the master, overtime, and intermittent payrolls from Sacramento. Type and release garnishments. Communicate and/or correspond with Human Resources on releasing of warrants and problems with warrants. Type salary advance revolving fund checks.
- Maintains a proficient understanding of Electronic Medical Records computer system, spreadsheet applications, and Quickbooks. Provides back-up coverage or assistance in other areas of accounting to maintain daily deadlines.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
 Human Resources Division  
 1227 "O" Street, Room 404  
 Sacramento, CA 95814  
**Attn: Jacquie Ruiz, M80# 079G- 08/09**

**Inquiries:**

Voice: (916) 653-2535  
 TDD: (916) 653-1966

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#079G-08/09 on your application.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 4.08.09